

Community Preservation Act Committee (CPAC)
Meeting Minutes
Thursday, September 15, 2011

The meeting was called to order at 7:05 pm by Peter Jessop, Chair, in the Town Room, at the Town Hall.

COMMITTEE MEMBERS IN ATTENDANCE:

Sandra Anderson, Marilyn Blaustein, Linda Faye, Michael Jacques, Peter Jessop, Chair; Ellen Kosmer, Paris Boice, Mary Streeter, Clerk; Stan Ziomek

COMMITTEE MEMBERS ABSENT: None

STAFF / OTHERS IN ATTENDANCE: Sonia Aldrich, Dave Ziomek / Diana Stein, Select Board Liaison, Rudy Perkins, 1 other person

AGENDA

- Welcome new members
- Review Financial status of the fund
- Discuss deadlines and schedule for proposals
- Approve any minutes from last year

DISCUSSION

Welcome new members – Peter invited all members to introduce themselves and welcomed new members to our committee: Marilyn Blaustein, At Large; Linda Faye, Historical Commission rep; and Paris Muska, Conservation Committee rep. He explained how the committee works, the cycle of making recommendations to Town Meeting for funding proposals, and answered questions.

Financial Status – Sonia reviewed financial status. The FY2011 Year End Balance was \$520,986.08. She estimated that local tax revenues would be \$376,000 and an estimated 25% State Match would be \$94,000. For FY2013 we will need to recommend \$171,084 in continuing debt service for Plum Brook, Town Hall, Housing Authority Rehabilitation, and Hawthorne property. The estimated amount available for newly funded projects is \$533,951.08. We'll know the actual numbers by the end of October.

Rudy Perkins, Project Manager for HAP Housing inquired about the possibility of additional funds for the Olympia Oaks project currently in development. Due to tight State finances, the project is in need of additional funds "up to \$250,000." Mr. Perkins said the total cost of the project is \$12,500,000 for 42 rental units on Town-owned land with a 99-year lease. Of that amount \$140,000 came from CPA funds and \$250,000 came from CDBG funds. Independently \$800,000 in CDBG funds were used for site infrastructure work. Mr. Perkins hoped that CPA funds could be recommended for Fall 2011 Special Town Meeting. Peter explained that the committee was not prepared to make that recommendation tonight and there was not enough time before the Warrant would be signed in early October. He encouraged Mr. Perkins to apply during the regular cycle for proposals that would be decided at Spring Town Meeting. Mr. Perkins is also seeking funds elsewhere.

Discuss deadlines and schedule for proposals – Peter asked the committee to review the "Call for Proposals" letter and make any suggestions for revision. Several groups were added to the recipient list and it was suggested that the list be alphabetized. Peter said he would contact the newspaper to help publicize the call for proposals. He said he would get the letter out in a week or so. The deadline for proposals will be December 9, 2011. We reviewed the criteria for evaluating proposals. Peter will rework the criteria combining similar items and will develop a basic form for submitting proposals with 7 or 8 bulleted criteria. Some members of the committee felt that local CPA funds should be spent locally and did not want to encourage proposals from outside of town groups such as the Hampshire Council of Governments.

COMMITTEE ACTION

Minutes

Motion by Mike, 2nd by Ellen, to approve the minutes of **2/17/2011. VOTED 6-0-3**

(Marilyn, Linda, and Paris abstained because they weren't on the committee at the time.)

Minutes

Motion by Stan, 2nd by Mike, to approve the minutes of **4/7/2011. VOTED 6-0-3**

(Marilyn, Linda, and Paris abstained because they weren't on the committee at the time.)

ADJOURNMENT

A motion was made by Mike, 2nd by Marilyn, to adjourn at 8:15 pm. Voted unanimously.

NEXT MEETINGS

Our next meeting will be **Thursday, October 20 at 6:00 pm** in the First Floor Meeting Room, Town Hall. Our meetings are usually scheduled for 7 pm on the 3rd Thursday of the month from September through April 2011. Meetings are scheduled for Nov. 17, Dec. 15, Jan. 19, Feb. 16, and Mar 15, and Apr 19.

DOCUMENTS DISTRIBUTED

- Agenda, 1 page
- Spreadsheet "Financial Status for CPAC Funds", 9/9/2011, 1 page
- Letter from CPAC "Call for Proposals Qualifying for CPA Funding", Oct. 4, 2010, 3 pages
- Letter from Todd D. Ford of Hampshire Council of Governments, Aug. 8, 2011, 1 page
- Email from Nate Malloy reporting the Historical Commission's vote to not recommend funding the Hampshire Council of Government's proposal, 9/9/11, 1 page
- Minutes of 2/17/2011, 4 pages
- Minutes of 4/7/2011, 2 pages
- Community Preservation Act Committee Fiscal Year 2011 Annual Report, 2 pages
- Letter from the Massachusetts Association of Conservation Commissions about MACC Fall Conference on Protecting Open Space, 9/7/11, 2 pages

Respectfully submitted by Mary Streeter, Clerk
Approved October 20, 2011